

Northfield School District Monitoring Report

Policy Title: EL.08 Facilities Management

This is my report on your Executive Limitations policy and is presented in accordance with your monitoring schedule. I certify the information in this report is true.

Superintendent

Date

The Superintendent shall not fail to ensure that district facilities are safe, clean, inviting, and conducive to teaching and learning.

Superintendent's Interpretation:

I interpret the following to mean:

- "Conducive to teaching and learning" – employing both short and long-term measures that ensure the facility's safety and contributes to a welcoming atmosphere in its appearance
- "Short-term maintenance" – ongoing cleaning and minor repairs
- "Long-term maintenance" – replacement and or major upgrades that require planning over time to ensure adequate availability of funds

Accordingly, the Superintendent shall not:

1. Fail to maintain a continual five-year plan for managing and developing facilities;

Evidence:

- Maintenance of a five year plan of long-term capital improvement needs
- An annual maintenance plan.
- Daily custodial duties performed as expected as documented in evaluations of staff made by the Director of Facilities.
- Daily building level monitoring of work.
- A Hazard Communication and Asbestos Management plan
- Professional development for maintenance and custodial staff.
- Superintendents and Director of Facilities Reports to the Board outlining projects.
- Annual Report by the Director of Facilities
- Annual School Report

The current operational plan is continually updated and monitored by the Superintendent, Facilities' Director and Business Manager. Projects to date are on schedule. The Facilities' Director and Superintendent provide updates throughout the year to the Board.

Due to the increased use of the facilities year round adjustments in the annual maintenance and cleaning have been necessary. The demands and use of the facility results in the need for better and more coordination between departments and staff. It has also required adjustments to the annual work plan.

During the summer of 2017 a major undertaking of the HVAC in the middle level. Was completed. This as the last major project planned for the NMHS.

2. Fail to involve key stakeholders in the process of establishing appropriate budgeting for facilities and facilities use.

Superintendent's interpretation:

Key stakeholders – school personnel inclusive of business manager, facility director, technology and instructional administrators and committees representing teachers, parents and community members.

Evidence:

- Annual Budget Development Plan
- Building Use Procedures
- Technology Plan for infrastructure to support the learning environment

Administrators, the Business Manager and the Board participate and are informed on needed maintenance projects and have contributed to identifying priorities and needs. The Technology Director and Facilities Director stay in communication with regard to projects as well. Scheduling projects is coordinated with building principals and the Bridges Afterschool/Summer Program Director.

The online request for maintenance and facilities needs has provided a “vehicle” that informs the Director of Facilities. The information is used to guide immediate and long term planning. The Facilities Director has done an exceptional job managing the annual budget and long term maintenance projects to improve and maintain the facilities. Staff and community members have found the use procedures helpful although we work to improve the efficiency of the process.

2011: I report compliance with this policy.

7/18/12: I report compliance with this policy. Documents available for review in the WSSU Central Office are: 1) Engineer's report (Lamoureux & Dickinson, 4/30/12), 2) Dept. of Health Report (2/29/12), and 3) LTM and AM Spreadsheet.

6/18/13: I report compliance with this policy.

6/2/14: I report compliance with this policy.

6/1/15: I report compliance with this policy.

6/1/16: I report compliance with this policy. In order to achieve compliance it requires the efforts of the Director of Facilities and the Business Manager. Without the team effort compliance may not be possible.

6/5/17 I report compliance with this policy.

6/4/18 I report compliance with this policy.